

**Arizona's Alternate Assessments: AIMS A Science and MSAA ELA and Mathematics 2017
Test Security Agreement (Test Administrators)**

I acknowledge that AIMS A Science and MSAA ELA and Mathematics are secure tests and agree to the following conditions of use to ensure the security of the tests.

1. I shall take necessary precautions to safeguard all test materials.
 - a. I shall sign an Arizona Alternate Assessments Test Security Agreement.
 - b. Access to test materials including the online multiple choice section is restricted. I shall not attempt to gain access to test materials beyond that which is granted to me by my school/district test coordinator, superintendent, or charter representative.
 - c. If test materials including student data sheets are distributed to me, I shall keep them under lock and key **except during actual test times**.
 - d. I shall not permit students to remove test material from the testing room except under the supervision of staff.
 - e. I shall not examine, read, or review the AIMS A Science nor MSAA ELA and Mathematics tests.
 - i. I shall not disclose, nor allow to be disclosed, the content of the tests.
 - ii. I shall not discuss any test item at any time.
 - iii. I shall not examine, read, or review any student responses.
 - iv. I shall not report any students' answer choices based on previous experience outside the testing window.
 - f. I shall not use any test materials for instruction before or after test administration.
 - g. If test materials are distributed to me, I shall return all AIMS A Science and MSAA ELA and Mathematics test materials including student data sheets to the special education director or test coordinator immediately upon the completion of testing.
2. I understand that the district superintendent or charter representative will develop, distribute, and enforce disciplinary procedures for the violation of test security by staff.

Individuals who will administer AIMS A Science and MSAA ELA and Mathematics tests for 2017 must also agree to the following conditions to ensure the correct administration of the tests.

3. I shall participate in training activities prior to administering the tests.
4. I shall review the *AIMS A Science 2017 Test Administration Directions* as well as, those for *MSAA ELA and Mathematics* as appropriate prior to administering the test.
5. I shall follow all instructions in the *AIMS A Science 2017 Test Administration Directions* as well as those for MSAA ELA and Mathematics including **presenting all test items from all sections of the assessments to the student during the student's school day.**

By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise, who will have access to the 2016 AIMS A Science test and MSAA ELA and Mathematics tests will also sign a Test Security Agreement.

Signed By: _____

Printed Name: _____

Title: _____ District: _____ School: _____

Please return signed copy as per instructions from your special education director or test coordinator.

Signed Test Security Agreement Forms will be maintained by the Test Coordinator for 6 years.